

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

NUTRITION/FOOD MANAGEMENT CONSULTANT MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional nutrition/food management consultants in either a nutrition or a food management program. The employee, under administrative supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of nutritional and dietetic programs, supervisory techniques, and personnel policies and procedures.

There is one classification in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Nutrition/Food Management Consultant Manager-2

Nutrition/Food Management Consultant Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Consults with local and state agency personnel in the management and operation of food service programs and in the development of policies related to clinical nutrition.

Plans, directs, and implements nutrition programs that provide advice and assistance to local agencies in establishing and maintaining nutrition care, nutrition education, clinical nutrition, dietary, and food service programs.

Directs and participates in the development of policies, procedures, and guidelines for the nutrition and dietary components of health care programs.

Reviews plans for new construction and/or renovation of dietary and food service departments.

Conducts nutritional investigations, epidemiological studies; carries out demonstration and research projects related to health issues.

Develops food preparation, and kitchen and menu planning standards; investigates complaints, reports violations, and makes recommendations for improvements as required.

Adapts research developments and current concepts in general nutrition, clinical nutrition, food service systems/equipment, disease prevention, and other areas to meet practical considerations and resolve problems related to nutrition and food service programs.

Prepares, publishes, and evaluates lay and technical reports and publications.

Consults with and provides technical assistance to survey teams in the evaluation of food and nutrition programs.

Provides expert testimony in administration hearings relative to dietetic/environmental nutrition program violations.

Develops and presents nutrition and consumer education workshops.

Maintains records and prepares reports and correspondence related to the work.

Performs work appropriate to the classification, as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the laws and regulations pertaining to food and nutrition licensure and certification activities.

Thorough knowledge of the methods, equipment, and supplies used in food service programs.

Thorough knowledge of the principles of human nutrition.

Thorough knowledge of clinical nutrition principles and practices.

Thorough knowledge of program planning and evaluation.

Thorough knowledge of techniques used to conduct nutrition and food service investigations.

Thorough knowledge of community organization and resources.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Ability to provide advice and assistance to local agencies regarding nutrition programs.

Ability to formulate treatment plans and make clinical judgments involving clinical nutrition.

Ability to instruct others in individualized clinical nutrition, general nutrition principles, and food selection and preparation.

Ability to analyze the conditions and needs of health care facilities and school programs and make recommendations.

Ability to inspect and evaluate food preparation and service for conformance with standards.

Ability to speak before groups.

Ability to instruct, direct, and evaluate employees.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in human nutrition, public health, or institution administration.

Experience

Four years of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant in state service, including two years of experience equivalent to a Nutrition/Food Management Consultant P11.

OR

One year of professional (post-master's) experience to a Nutrition/Food Management Consultant 12.

Special Requirements, Licenses, and Certifications

Registration as a Dietitian.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
NUTCSTMGR	Nutrition/Food Management Consultant Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Nutrition Consultant Manager-1	NTRCMGR1	NERE-030